

☒ Original ☐ Amendment

U.S. House of Representatives
111th Congress

LEGISLATIVE RESOURCE CENTER

2009 JUL 22 PM 4:27

EMPLOYEE
POST-TRAVEL DISCLOSURE FORM

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Carmen M. Feliciano

I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Carmen M. Feliciano

DATE: 7/22/09

I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Pedro R. Pierluisi

SIGNATURE OF SUPERVISING MEMBER: Pedro R. Pierluisi

DATE: 7/22/09

☒ Original ☐ Amendment

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

1. Name of Traveler (print or type): Carmen M. Feliciano
2. a. Name of Accompanying Family Member (if any): N/A
 b. Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Date of Departure and Date of Return: July 12 - July 13
 b. Dates at personal expense (if any): July 11
4. Itinerary (cities of departure – destination – return): New York
5. Sponsor(s) (who paid for the trip): The Humpty Dumpty Institute
6. Describe meetings and events attended (attach additional pages if necessary): Meeting with Ambassadors and Secretary Generals from various countries.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
 - b. ☒ the Traveler Form completed by the employee; **and**
 - c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): ☒
 b. If not, explain: _____
9. TRAVEL EXPENSES: Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:		\$ 169 / night	\$ 107.5 (breakfast / lunch)
For accompanying family member:			
	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)	
For employee:			
For accompanying family member:			

AMENDED

7/6/09

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers, and Employees

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Carmen Feliciano

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): _____

For staff, name of employing Member/Committee: Congressman Pedro R. Pierluisi

Office address: 1218 Longworth HOB Washington, D.C. 20515

Phone number: (202) 225-2615

Email address of contact person: sonia.garcia@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

7/6/09

**U.S. House of Representatives
Committee on Standards of Official Conduct**


PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1. Name of Traveler: Carmen M. Feliciano
2. Sponsor(s) (who will be paying for the trip): The Humpty Dumpty Institute
3. Travel destination(s): New York
4. a. Date of Departure and Date of Return: July 12 - July 13
 b. Will you be extending the trip at your personal expense? ☒ Yes ☐ No
 If yes, dates at personal expense: July - 11
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No
 b. If yes, name of accompanying family member: _____
 c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No
 b. If yes, check one of the following: ☐ N/A - Sponsor checked 9(a) or 9(b)
 (1) Approval for one-night's lodging and meals is being requested: ☐ or
 (2) Approval for two-nights' lodging and meals is being requested: ☐
 If "(2)" is checked, explain why the second night is warranted: _____
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:
Good opportunity to learn and understand U.N related issues.

**9. FOR STAFF:
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

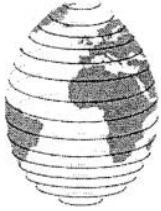
I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 7/6/09



 Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.



THE
HUMPTY DUMPTY INSTITUTE
PUTTING THE PIECES BACK TOGETHER

**The Humpty Dumpty Institute's
29th Congressional Delegation to the United Nations**

Agenda

Sunday, July 12th

Evening

Arrive in New York

Transport to the Millennium UN Plaza Hotel

Location: One UN Plaza, 44th Street, Between 1st and 2nd Avenues, New York, NY, Tel: (212) 758-1234

Monday, July 13th

7:15 - 8:00 AM

Breakfast at the Millennium UN Plaza Hotel

*Location: Riverview Room, East Tower, 28th Floor
One UN Plaza, 44th Street, Between 1st and 2nd Avenues
New York, NY*

8:30 - 9:00 AM

**Meeting with Ambassador Lynn Pascoe, Under Secretary
General for Political Affairs**

Location: Conference Room 5, UN Headquarters

9:30 - 10:00 AM

VIP Tour of the UN General Assembly and Security Council

10:15 - 11:00 AM

**Meeting with Sir John Holmes, Under Secretary General for
Humanitarian Affairs and Emergency Relief Coordinator**

Location: Conference Room 5, UN Headquarters

11:00 - 11:30 AM

Meeting with the UN Secretary General Ban Ki-moon

Location: Conference Room 5, UN Headquarters

12:00 - 1:45 PM

**Working Lunch with Ambassador Alex Wolff, Deputy
Permanent Representative of the U.S. to the UN, to discuss
U.S. goals at the UN**

Delegates Dining Room 6

1:45 PM

Depart for LaGuardia Airport with provided transportation

3:00 PM

Depart to New York, US Air Shuttle #2179

Location: LaGuardia Airport

4:18 PM

Arrive in Washington, DC

Location: Reagan National Airport



THE
HUMPTY DUMPTY INSTITUTE
PUTTING THE PIECES BACK TOGETHER

**Freshman CODEL
Participants
July 13, 2009**

Members of the House of Representatives

Rep. André Carson (D-IN)

Staff

Ken Nealy, Chief of Staff

Erin Rosenberg, Senior Policy Advisor

Rep. Keith Ellison (D-MN)

Staff

Selam Mulugeta, Executive Assistant

Rep. Laura Richardson (D-CA)

Staff

Alex Russ, Legislative Assistant

Rep. Anh "Joseph" Cao (R-LA)

Staff

Brooke Bennett, Legislative Director

Dang Nguyen, Projects Director

Rep. Jim Himes (D-CT)

Rep. Pedro Pierluisi (D-PR)

Staff

Carmen Feliciano, Chief of Staff

Maria- Elena Carrión (spouse of Rep. Pierluisi)

Rep. Mike Quigley (D-IL)

Staff

Lindsey Matese, Legislative Director



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Other Participants

Mike Beard, UN Foundation

Luisa Blanchfield, Congressional Research Service

William Davis, Director of the U.N. Information Center

Jordie Hannum, UN Foundation

Sydney Jones, Rep. Nancy Pelosi's office

Julie Kim, Congressional Research Service

Jennifer Simon, USUN

Jay Snyder, Presidential Commission on Public Diplomacy

The Humpty Dumpty Institute

Mark Epstein, HDI Board Member

Benjamin Gilman, HDI Board Member

Georgia Gilman

Peter Grossman, HDI Board Member

William Rouhana, HDI Board Member

Doug Wilson, HDI Board Member

Ralph Cwerman, President

Joseph Merante, Executive Director

Capera Clement, Program Manager, UN Programs

Daniel Mencher, Program Manager, Mine Action

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): The Humpty Dumpty Institute
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (Signify that the statement is true by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (Signify that the statement is true by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary):
Please see attached
6. Dates of travel: July 12 - July 13, 2009
7. Cities of departure - destination - return: Washington D.C. - New York - Washington D.C.
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (Signify "yes" by checking box): ☒
9. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
 - a. N/A - I checked 9(a) or (b) above: ☐
 - b. One-night's lodging and meals are being offered: ☒ or
 - c. Two-nights' lodging and meals are being offered: ☐
If "c" is checked, explain why the second night is warranted: _____

11. Check one:

- a. I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (Signify that the statement is true by checking box): ☒ or
b. N/A - trip sponsor is an institution of higher education. ☐

12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:

The Humpty Dumpty Institute is the only sponsor of the trip and we will be coordinating all logistics, briefings, and arrangements.

13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):

All participants will travel on coach class Delta Air Shuttle between New York and Washington D.C.

- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (Signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

- a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

- b. The trip involves events that are arranged specifically with regard to congressional participation: ☒

If "b" is checked, detail the cost per day of meals (approximate cost may be provided):

One breakfast, one lunch Total estimated cost: \$180 per person.

16. Reason for selecting the location of the event or trip: The UN is in New York

17. Name of hotel or other lodging facility: U.N. Millennium Plaza Hotel

18. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$ 200.00

19. Reason(s) for selecting hotel or other lodging facility: Proximity to the U.N.

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	400.00	200.00	80.00
For each accompanying family member			

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	25	taxi to and from airport
For each accompanying family member		

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Joseph Merante

Name and title: JOHN MERANTE

Organization: THE HUMPTY HUMPTY INSTITUTE

Address: 25 W 40th Street, New York NY 10030

Telephone number: 212 344 7111

Fax number: 212 344 6413

Email Address: joe.merante@humpty.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

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CHIEF COUNSEL AND STAFF DIRECTOR

ONE HUNDRED ELEVENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

July 7, 2009

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TODD UNGERECHT
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL
(202) 225-7103

Ms. Carmen M. Feliciano
Office of the Honorable Pedro Pierluisi
1218 Longworth House Office Building
Washington, DC 20515


Dear Ms. Feliciano:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to New York, New York scheduled for July 11 to 13, 2009 sponsored by Humpty Dumpty Institute. We note that this trip includes one day at your personal expense.


You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Zoe Lofgren
Chair



Jo Bonner
Ranking Republican Member

ZL/JB:slo